

SPO ALERT

Date: 11/4/2022

To: State Agencies

From: State Procurement Office

Re: New Terms and Conditions and Standard Procedures

The following files were updated on the SPO For Agencies site within the [Standard Forms and Documents](#) web page with the following information:

File	Update(s)
Uniform Terms and Conditions	<ul style="list-style-type: none">• New provisions: requires continuous improvement, new warranties regarding debarment, IT policies telecommunications equipment, and accuracy of supplier information;• Warranties moved from Special Terms and Conditions to Uniform Terms and Conditions; and• Added definitions of data and subcontractor, additional legal references, and other changes.• First update since 2013.
Purchase Order Terms and Conditions	<ul style="list-style-type: none">• New provisions regarding e-verify requirements, assignment and delegation, third party antitrust violations, books and records, and state law certifications.• Many provisions updated for clarity and conformance to procurement law.• First update since 2010.

The following files were updated on the SPO For Agencies site within the [Standard Procedures](#) web page with the following information:

File	Update(s)
SP 040 Off Contract Requests for Mandatory Statewide Contracts	<ul style="list-style-type: none">• Adds a process map• Clarifies when an off-contract request is needed, considerations for both procurement officers who are submitting these requests as well as those who receive them.• Adds detail regarding purchases that do not require off-contract requests.

SP 041 Purchasing from General Services Administration Schedules	<ul style="list-style-type: none">• A leaner version of the prior form• Clarifies steps for when GSA schedules may be used and the validation of GSA pricing
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Please note: In order to ensure that you are utilizing the most updated version(s), please refrain from saving the file(s) (as it/they will be a static version). Instead, always refer to the link(s) above to be confident you have the most recent version(s).

If you have any questions, please contact SPOCompliance@azdoa.gov.

Thank you,

SPO Compliance

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